



UK Association for Humanistic Psychology  
Practitioners

## Full Accredited Member      Psychotherapeutic Counsellor (*Registered*)

*UKAHP Register of Humanistic Psychotherapists and  
Psychotherapeutic Counsellors*

### - Detailed Accreditation Criteria -

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#### **Introduction**

UKAHP Full Accredited Membership in the category of Psychotherapeutic Counsellor (Registered) is open to applicants who have successfully completed a formal Psychotherapeutic Counselling training.

Applicants are required to demonstrate that they have attained sufficient knowledge and experience in accordance with the published accreditation criteria and for this to be reflected in all aspects of their application and for documentary evidence to be submitted to confirm that all aspects of the required criteria have been successfully completed - this may include copies of qualification certificates, course handbooks, curriculum statements, letters of confirmation from academic and training organisations etc.

The UKAHP is an Organisational Member of the UK Council for Psychotherapy (UKCP) and its standards of training and education for Psychotherapists comply with UKCP Registration requirements. The UKAHP has the facility to submit the name of applicants who have successfully attained Psychotherapist Accreditation for inclusion on the UKCP Register with the Psychotherapeutic Counselling and Intersubjective Psychotherapy College (PCIPC) and for their practice to be governed by under the UKCP Central Complaints Procedure. An additional fee applies. The UKCP: PCIPC Standards of Education and Training are available if requested.

#### **1. Training and Required Learning Outcomes**

1.1 Training must equate to **level 6** or above of the *Quality Assurance Agency (QAA): Framework for Higher Education Qualifications of UK Degree-Awarding Bodies* (Bachelor's Degree, Graduate Diploma; Graduate Certificate). As other frameworks exist and may vary.

1.2 Applicants are responsible for providing evidence in the form scanned certificates, course handbook/syllabus and letters of confirmation from course providers that their training equates to level 6 of the QAA framework.

1.3 To be accredited as a psychotherapeutic counsellor an applicant is required to have successfully graduated from a recognised counsellor training course(s) of at least 2 years (*full-time*) or at least 3 years (*part-time*) comprising a minimum of **450** direct tutor contact hours

1.4 During training, applicants are expected to have completed a substantial piece of written work on a psychotherapeutic counselling related subject and a case study of 4,000-5,000 word each - this excludes any prerequisite entry requirements, individual therapy, personal study and peer group work.

1.5 The UKAHPP Accreditation Committee may request sight of this written work and may ask applicants to submit an additional case study for accreditation purposes.

### **1.6 The personal development of the psychotherapeutic counsellor.**

- a. The ability to apply learning, drawing on personal therapy, experiential and theoretical learning; in addition to clinical practice and clinical supervision.
- b. A capacity for self-reflection to engage with the practitioner's own personal process and at a depth congruent with the work being undertaken
- c. To critically reflect on psychotherapeutic processes from own perspectives of counsellor, client and student and evaluate implications for therapeutic practice.
- d. To appreciate the integration and limits of different approaches to practice.

### **1.7 The development of intellectual skills.**

- a. Knowledge of theoretical models of psychotherapeutic counselling including core assumptions, views of the person, human development, theories of change, psychology of the human mind, working with diversity and equalities and mental health risk assessment.
- b. The study of how theories and processes such as the therapeutic relationship underpin the practice of psychotherapeutic counselling from referral, through assessment to the conclusion of therapy.
- c. Knowledge of the implications of various theoretical concepts within a wide range of practice settings and client groups including longer term and short term work. This includes an ability to develop and sustain working relationships with other professional individuals, teams, departments or agencies involved with and engaged in the welfare of clients, while maintaining professional boundaries according to the UKAHPP Code of Conduct and Ethical Principles.

- d. Demonstrate an understanding and awareness of the origins of psychological distress through approaches such as Attachment Theory.
- e. To critically analyse different theoretical modalities and approaches from a Humanistic perspective and where possible, integrate learning within core Humanistic approach to enhance therapeutic practice.
- f. To be able to set theory within a wider theoretical perspective
- g. To draw conclusions about aspects of current counselling research and relate implications to therapeutic practice.
- h. To critically review and reflect on practice considering theoretical underpinning and recognising limits to knowledge.
- i. To demonstrate a conceptual understanding and critical analysis of psychotherapeutic counselling practice within an ethical framework and context.
- j. A general knowledge of research methods relevant to psychotherapeutic counselling and the development of critical thinking and research skills as applied to Humanistic Psychology and their core approach.

### **1.8 The development of professional practice and transferable skills.**

- a. To demonstrate the ability to choose an appropriate therapeutic response and evaluate the outcome from both client and counsellor perspectives.
- b. To demonstrate the capacity and ability to bring awareness of personal and interpersonal processes to the therapeutic relationship, taking into account the social and cultural context of their clients.
- c. Within the complex and unpredictable nature of practice apply appropriate knowledge and skills to manage problem situations.
- d. To communicate in a professional manner and produce detailed and coherent verbal and written case studies and essays that integrate theory and practice.
- e. To interact effectively with a learning or professional group and negotiate within either setting and manage conflict.
- f. With minimum guidance manage own learning in order to make appropriate use of learning resources, personal therapy and clinical supervision to practice as an independent counsellor.
- g. To demonstrate the capacity to negotiate appropriate contracts and maintain boundaries within the different stages of the psychotherapeutic counselling relationship and process.

h. An understanding of severe psychopathology and ability to demonstrate knowledge of how to recognise this in an initial interview, and how to access appropriate referral pathways and sources in both the public and private sectors.

i. An ability to undertake a risk assessment of a client with mild, moderate or severe Mental Health issues, and refer on where and when appropriate,

j. To assess client issues against personal competence and training and to know when it may be necessary to refer cases to another professional or specialist service.

k. A general knowledge of research methods relevant to psychotherapeutic counselling, and the ability to demonstrate they can draw conclusions about aspects of current counselling research and relate the implications to therapeutic practice.

l. Understanding of statutory and regulatory requirements pertaining to professional practice and the ability to accommodate such provision within practice.

m. Awareness of ethical issues and the ability to address ethical dilemmas.

## 4. Practice

4.1 Applicants are encouraged to apply for accreditation within **2** years of graduating and completion of **450 hours** supervised practice with a range short to medium term adult client issues. During this period they are required to have maintained a minimum caseload equivalent to **3** clients per week and to have observed UKAHPP Continual Professional Development and Supervision requirements.

4.2 The UKAHPP does not provide accreditation for psychotherapeutic counsellors working with children and young adults under the age of **18 years**.

4.3 UKAHPP will however consider applications for accreditation from psychotherapeutic counsellors who have a small adult caseload in the private or public sector and have a substantial caseload of young people of secondary school age (11 years and over) provided that they are employed in school or other recognised formal settings where the employing organisation sets conditions and takes responsibility for the applicant's psychotherapeutic counselling work with young people and guardians.

4.4 Minimum conditions are that the applicant's employing organisation provides the applicant with appropriate training, continual professional development, supervision separate from line management, indemnity insurance, conducts appropriate Disclosure and Barring Service (DBS) checks and publishes requirements for child protection including access to a child protection officer.

4.5 Applicants will demonstrate an understanding of difference and the ability to accommodate within the therapeutic relationship issues of diversity relating to:

- Cultural and Ethnic differences.
- Sexuality and gender differences.

- Mental Health issues
- Different aspects of ability
- Spiritual difference.
- Class and Social differences.

## 5. Case Study

Applicants are required to complete a 4,000- 5,000 case study – see guidelines

## 6. Humanistic Practice Statement

Applicants are to provide a statement of approximately 1,000 words about their orientation as a Humanistic Psychotherapeutic Counsellor.

## 7. Supervision

7.1 The applicant must have regular supervision of client casework at all times whilst in practice and must provide a **Supervisor's Report** in support of their application. More than one report can be provided.

7.2 For any client-work conducted during training and for at least the first 5 years post-training, UKAHPP requires the supervision to be provided by a more experienced practitioner, preferably on a one-to-one basis.

7.3 Applicants for psychotherapeutic counsellor accreditation will have completed **450** supervised client contact hours under supervision, with a minimum of **100** hours at a ratio of **1** hour of supervision to **6** client contact hours.

7.4 Group supervision can be used in the calculation of supervision hours up to one-third of the required **450** supervised practice hours.

7.5 The amount of group time that can be counted equates to twice the time of the supervision session divided by the number of participants. For example a **2** hour group of **4** supervisees equates to  $120/4 \times 2 = 1$  hour (60 minutes).

7.4 Peer supervision cannot be included in the calculation of supervised practice hours.

7.5 A Supervisor's Report will be submitted for all current supervision received. The UKAHPP Accreditation may request reports from previous supervisors if the duration of current supervision is less than **12** months.

7.6 Psychotherapeutic counselling supervision is not line management and should be clearly distinguished from such.

7.7 An applicant's supervisor will not be the same person as their therapist, manager or trainer.

7.8 Applicants agree to increase the frequency of psychotherapeutic counselling supervision if carrying a high caseload or having a high stress level.

## 8. Referee's Statement

8.1 Applications are to provide a valid **Referee's Statement** from an experienced professional in the support of their application. The referee should not be related to the applicant or be their supervisor, trainer or therapist. The referee is to send the completed and signed statement directly to the UKAHPP.

## 9. Personal Therapy

9.1 Applicants are required to undertake **105** hours of personal therapy preferably with the same therapist running concurrent with their core training and within **2** years of graduating.

9.2 The therapy received must be consistent with the applicant's own theoretical model, to the same extent and frequency as the applicant provides to clients.

9.3 An applicant's therapists must be different from their supervisors, trainer or manager.

9.4 UKAHPP recommends personal therapy is resumed for personal development and health purposes as necessary.

## 10. Professional Indemnity Insurance

10.1 Applicants are required to confirm that they have adequate professional indemnity cover for their practice provided by their employer/place of work or hold appropriate indemnity insurance if in private practice.

## 11. Continual Professional Development

11.1 Applicants must provide a record of continuing professional development (workshops etc) since training, and commit to meet future requirements. Further details of CPD requirements will be provided after accreditation.

## 12. General

12.1 You will be notified whether your application has been successful or if additional information is required within 14 days of your application being assessed by the Accreditation Committee. If the Accreditation Committee is unable to reach a decision based on the written application, the applicant will be invited to attend an interview with two members of the Accreditation Committee to address the issues requiring further clarification. Applicants will be notified within 14 days of the outcome of the interview.

12.2 Your initial application fee will include your annual subscription fee (if you are not already a UKAHPP member) until subscriptions as advertised on the UKAHPP

website fall due on 1 January following the date of your accreditation is finalised and which will run for 12 months.

12.3 All accredited members will be included on the UKAHPP Register of Humanistic Psychotherapists and Psychotherapeutic Counsellors as part of their annual subscription. Registration is renewable annually.

12.4 If you wish your name to be included on the UKCP Register as a Psychotherapeutic Counsellor an additional fee will be added to your UKAHPP Annual Subscription.

12.5 Accreditation as Psychotherapeutic Counsellor is granted for five years after which re-accreditation must be applied for.

12.6 Applicants must agree to abide to the UKAHPP Code of Practice and Ethical Principles under the UKAHPP Complaints Procedure as published on the UKAHPP website.

12.7 Accredited Psychotherapeutic Counsellors are required to complete and return to the UKAHPP an Annual Renewal Declaration and abide by Quality assurance checks as requested.

### 13. Application

13.1 Applications are to be submitted on the latest version of the *Application Form* in 12 point black **Arial** font and returned with supporting documents as **PDF** email attachments to [admin@ahpp.org.uk](mailto:admin@ahpp.org.uk) with the application fee of £200 payable to '**UKAHPP**'. For BACS payment details please contact the UKAHPP Administrator at the above email address.

13.2 Application will be acknowledged within 14 days of receipt and a date of when your application will be processed will be given.

13.3 The UKAHPP Accreditation Committee reserves the right to request an applicant to attend for interview if the accreditation verification process cannot be completed through normal procedure.

### 14. Check List

14.1 Please ensure you complete all sections of the application form (most recent version) including:

- Evidence of Level 6 QAA Framework training and qualification – Certificates etc as *PDF* attachments
- Case Study (4,000 – 5,000 words)
- Humanistic Practice Statement (1,000 words)
- Professional Indemnity Insurance evidence
- Complaints and conviction details (if applicable)
- Supervisor's Report – signed by supervisor and supervisee
- Referee's Statement

- Evidence of UKAHPP Registration – if applicable
- Non-refundable fee of £200 – Payable to 'UKAHPP'.

## 15. Unsuccessful Applications

15.1 In the event of an unsuccessful application, a written request can be made to the Chair of the UKAHPP Accreditation Committee for the decision to be reviewed by the Accreditation Committee. Evidence is to be provided as to how identified omissions to the published criteria for UKAHPP Psychotherapeutic Counsellor Accreditation have been complied with. The UKAHPP Accreditation Committee's decision will be final.

15.2 The UKAHPP Accreditation will stipulate a time deadline if accreditation is deferred pending the submission of additional information or completion of identified omissions and further professional development requirements.

15.3 A new application may be submitted 12 months after the notification of an unsuccessful application.

## 16. Data Protection

16.1 The UKAHPP will hold information provided by applicants in accordance with Data Protection requirements and will delete information relating to unsuccessful applications from its records 18 months following submission.

## 17. Public Protection

17.1 To enhance public protection and the promotion of confidence, the UKAHPP will share and seek information about the professional standing of accredited and registered members with other register holders and professional organisations.

**The UKAHPP Administrator (*Accreditation Committee*)**  
**Box BCM AHPP**  
**27 Old Gloucester Street**  
**London WC1N 3XX**